



Establishment Grants Division of Rehabilitation Services

March 6, 2017

History

- Most CSPs and Mental Health Centers have received past Grants
- Some past grants involved additions to buildings
- Grant purposes have changed based on philosophy changes in disability programs
- Regulation Changes in 2001 had additional changes to grants.

Purpose of Establishment Grants

- Establishment grant regulations 34 CFR 361.5(b)(17)
- To establish or expand a service capacity for a Community Rehabilitation Program to provide VR services to applicants or eligible VR Clients
- Provides upfront money while fees are generated
- Provides match for VR Agency

Allowable Grant Expenditures

- Direct Costs
- Staffing salary and benefits
- Equipment
- Other Directs Expenses for startup (includes staff training)
- VR reimburses 78.7% of approved expenses

What is not funded

- The backfilling of current supported employment positions and services.
- In-direct or on-going operational expenses.
- Additional expenses associated with delivery of services to an individual that should be reimbursed through VR.
- Fees for services: Proposals that are awarded can be authorized and receive payment separately by DRS Counselors for Situational Assessments, Job Placement and Job Coaching services.

Staffing Expenses

- Staffing: Salary, benefits and other direct personnel cost based on the following scale:
 - 100% of staffing costs for the first year
 - 75% of staffing costs for the second year
 - 60% of staffing costs for the third year
 - 45% of staffing costs for the fourth year
- Review Sample Payment Scale

Sample Payment Scale

	Total Staffing	Percent	Adjusted Cost	78.7% DRS Fed Share of Adjusted Cost	21.3% Provider Match Share of Adjusted Cost	Provider Total Cost
1st year	\$40,000.00	100%	\$40,000.00	\$31,480.00	\$8,520.00	\$8,520.00
2nd year	\$41,200.00	75%	\$30,900.00	\$24,318.30	\$6,581.70	\$16,881.70
3rd year	\$42,436.00	60%	\$25,461.60	\$20,038.28	\$5,423.32	\$22,397.72
4th year	\$43,709.08	45%	\$19,669.09	\$15,479.57	\$4,189.52	\$28,229.51
	Equipment	Percent	Adjusted Cost	78.7% DRS Fed Share of Adjusted Cost	21.3% Provider Match Share of Adjusted Cost	Provider Total Cost
1st year	\$4,000.00	100%	\$4,000.00	\$3,148.00	\$852.00	\$852.00
2nd year	\$1,000.00	100%	\$1,000.00	\$787.00	\$213.00	\$213.00
3rd year		100%	\$0.00	\$0.00	\$0.00	\$0.00
4th year		100%	\$0.00	\$0.00	\$0.00	\$0.00

Payments

- Reimbursement of approved expenditures will be 78.7% of Federal funds provided by DRS.
- The Grantee will need to submit a payment of their match of 21.3% with the invoice.
- Funding levels for years 2, 3 and 4 will be negotiated annually if Grantee is meeting performance standards.
- Invoice submitted on Attachment 3 form

Grant Invoice

Submit to: Bemis-Gronne Division of Rehabilitation Services 2800 E Hwy 34 c/o 500 E. Capital Pierre, SD 57501	Invoice From: Agency Name Agency Address
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The following expenditures were made on Contract # _____ For the time period of: _____

☐ Jan-March; ☐ April to June; ☐ July to Sept; ☐ Oct to Dec

Expenditures	Actual Cost	%	Calculated Reimbursement	Federal Share 78.7%	Match Share 21.3%
Staffing		100% Year 1 75% Year 2 60% Year 3 45% Year 4			
Equipment		100%			
Other Direct		100%			
Total					

Include detailed records of expenditures with this payment request

The Grantee has submitted a check for the Match Share of \$_____. Request is hereby made for the reimbursement of the Federal Share and the Match Share for a total of \$_____.

The Grantee agrees to maintain appropriate accounting records to clearly document the source of the Grantee's required matching participation in all allowable grant expenditures.

Questions?



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